

**STATE OF NEVADA  
BOARD OF EXAMINERS  
FOR LONG TERM CARE ADMINISTRATORS**

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**EFFECTIVE JULY 1, 2007**

**RESIDENTIAL FACILITY ADMINISTRATOR TRAINING WORKSHOPS**

**VIGILAN ASSISTED LIVING CERTIFICATE PROGRAM INTRODUCTORY COURSE**

**ADMINISTRATOR-IN-TRAINING WORKSHOPS**

The mandatory Vigilant Administrator Training Program is a Home Study Program that can be performed Online or by Hard Copy. The training program covers the 5 Domains of Practice that an Administrator of either a small or large assisted living/group home encounters during his/her administration. Those domains are:

1. ADMINISTRATION LEADERSHIP AND GOVERNANCE;
2. HUMAN RESOURCES MANAGEMENT;
3. PERSONAL SERVICES/ RESIDENT SERVICES MANAGEMENT AND ACTIVITIES;
4. BUSINESS OFFICE/FINANCIAL MANAGEMENT; AND
5. DIETARY MANAGEMENT.

The training course also prepares the applicant in addressing the questions on the National NAB examination. All applicants must pass the Vigilant Exam to receive a Certificate of Completion, and complete the 40 hours of Administrator-in-Training Program, in order to be eligible to apply for the NAB National Examination.

Additionally, the Board has approved an Administrator-in-Training Program that will give the applicant the opportunity to learn by actually working in a facility beneath a Preceptor/Mentor who is skilled in one or more of the domains named above.

Finally, all candidates will be required to participate in a workshop presented by the Bureau of Licensure and Certification, the Division for Aging Services and BELTCA regarding the Statutes and Administrative Codes for Long Term Care Administrators and Facilities in the State of Nevada.

The purpose of these board-approved and increased training sessions is to make certain that all Administrators are knowledgeable, capable and skilled in caring for the vulnerable elderly in Nevada and elsewhere and to avoid elder abuse and neglect and deficiencies when surveyed by the Health Division.

Any other questions pertaining to the above information may be directed to the Board Office at (702) 486-5445 or by e-mail.